Position: Records & Admissions Projects Assistant  
Department: UTM Student Housing & Residence Life  
Reports to: Occupancy & Admissions Coordinator

**Hours:** 200 hours (approx. 8-10 hours/week)  
**Compensation:** $15.00 per hour  
**Position Start Date:** First Day of Undergraduate Classes 2022 (Specific Date TBD)  
**Position End Date:** End of March 2023 (Specific Date TBD)  
**Eligibility:** Students must be registered in a 40% course load for the Fall-Winter Term (September 2022 to April 2023). Students are permitted to accept only one work study position per program period. Students do not have to be OSAP eligible to apply for work study positions.

**DUTIES:**

Process Evaluation & Recommendations  
Manages the analysis of data for multiple administrative processes through the process of inspecting, cleansing, transforming, and modeling  
Develop recommendations for improvements to the student residence experience (administration, services)  
Assist in developing administrative cycle profiles and corresponding process calendar  
Assist in streamlining and coordinating all student-facing administrative communications within the SHRL department  
Profiling and blueprinting service processes within the SHRL department  
Create report and presentation based on recommendations  
Assist Occupancy & Admissions Coordinator in design and format of Admissions Manual  
Other duties as assigned

**SKILLS:**  
This job requires an individual with:  
Strong organizational skills  
A critical and analytical mind  
Exceptional attention to detail  
Professional communication skills required, including exceptional writing skills  
Ability to exercise independent judgement and take initiative  
A strong work ethic and ability to work independently  
Experience using Microsoft Office Suite is recommended  
Must understand the residence experience

**METHOD OF APPLICATION:**
Complete the following steps by **Friday January 14, 2021 at 12:00 PM (Noon)**

1. Complete the WSS Interest webform on our Student Housing & Residence Life website: [https://www.utm.utoronto.ca/housing/residence-life/job-opportunities-hiring/work-study-positions](https://www.utm.utoronto.ca/housing/residence-life/job-opportunities-hiring/work-study-positions)
2. Submit your application package (resume & cover letter) via email to Residence Hiring at [reshiring.utm@utoronto.ca](mailto:reshiring.utm@utoronto.ca)  
(Subject: 22-23 Work Study Application – Name). Physical applications will not be accepted

Any offers of employment will be conditional upon the approval of this position for the 2022-2023 work study program.

**EMPLOYER CONTACT INFORMATION:**  
Residence Hiring Team – [reshiring.utm@utoronto.ca](mailto:reshiring.utm@utoronto.ca)  
Student Housing & Residence Life  
Oscar Peterson Hall, Suite 120  
3359 Mississauga Road,  
Mississauga, ON L5L 1C6